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MEMORANDUM FOR:

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SUBJECT: Letter of Instructions and Mission Directive

I. Assumption of Duties

You will proceed on or about 1 July 1970
[redacted] to assume your duties as Field
Program Director for Project [redacted]. You will, in this
capacity, be representing the Director, Office of Special Activities
and will be the senior permanently-assigned Project Field rep-
resentative for the project. Upon arrival [redacted] you will
contact the Commander of that location who will have been
informed of the duties and responsibilities you will assume.

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II. Status

a. Your status is that of Director
of all aspects of Project [redacted] field
activities.

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b. Your status as Field Director will
be made known to those U.S. officials and
industry personnel whose cooperation in
furtherance of your mission will be solicited.

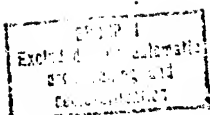
c. The status of your unit [redacted]
is as a tenant on that Base (IAW Project
Hqs Directive 50-10-3 (BYE-9362-68)).
You will be required to coordinate your
scheduled activities with the Area
Commander to preclude conflicts with any
other scheduled activity in or around
[redacted]

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d. Your status as regarding the ORD-managed test phase of this project is that of an interested observer. However, as you will ultimately have the responsibility for operating the equipment under development, you are encouraged to report, through this Hqs, on areas where the operational application of this program could be improved.

III. Mission

You are to develop and maintain an operationally ready unit capable of executing its assigned mission, as directed by Project Headquarters.

IV. Operational Duties and Responsibilities

a. Within [] Field Unit your assignment is that of Chief of all OSA-directed operations, with authority over all CIA staff, contract, and detailed personnel, and as such, you have the responsibility for the supervision of the CIA-directed activities phased through your program.

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b. Within the framework of the program for your unit, and under the directives you will receive from Headquarters, you will utilize personnel, materiel, facilities and funds so as to ensure the most effective use of these assets toward the accomplishment of the overall mission.

c. You will maintain compartmentation of activities and personnel to the extent required by security and as necessary to preserve the long-term effectiveness of the program.

d. You will manage your administrative and support functions to the extent and in the manner you deem best to carry out your mission.

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e. You will develop and maintain training, operational, support, and emergency procedures for your unit that will be IAW the applicable Headquarters directives and policies.

V. Line of Command

As Field Director, you will be responsible to the Director, Office of Special Activities. You are also responsible for implementing all directives, instructions, etc. that are received by you, through proper channels, from the responsible Headquarters staff components.

VI. Finance

You will review, supervise and approve all financial and budgetary matters, plans, estimates and expenditures relating to your operations. Current authorizations and limitations to expend funds, including contractual commitments, will be made known to you; it will be your responsibility to ensure that these funding authorizations and limitations are not exceeded, and that policies and procedures in appropriate CIA regulatory issuances are observed.

VII. Communications

You will utilize the established communications system and procedures between your unit and Headquarters. All communications, both cable and dispatch, to and from your unit, will be accessible to you to the extent and in the manner you desire. You will refer any matter of particularly sensitive nature to the Director of Special Activities, on an Eyes Only basis.

VIII. Security/Cover

You will be specifically charged with maintaining the physical and operational security environment as directed by OSA Project Headquarters which will establish security/cover policy for your guidance and direction. You will report promptly any unusual problems or violations to Headquarters (IAW directives governing those problems or violations).

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IX. Records

You will maintain, as prescribed in reports directives, records of activity currently in progress, status to date and projected adherence to programmed completion dates. Delays and amendments to programmed activities will be reported to Project Headquarters as discrepancies are ascertained.

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Brigadier General, USAF
Director of Special Activities

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AQUI/O/OSA [REDACTED] js (31 October 1969)

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